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**Answer:**

All documents uploaded to ECF for filing must first be saved in a portable document format (PDF), with the file name extension ending ".pdf ". The most common reason for receiving a "format not recognized" error message is the document to be uploaded is actually not saved as a PDF, or the full ".pdf " file name extension is not provided.

To avoid this issue, use the browse button on the file selection screen to navigate to the file you want to upload. Before completing the selection and uploading the document, right click and open it as a PDF to make sure it appears in its entirety and in the proper format.

**FAQ Catagory:**

CM/ECF and PACER

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